

SIMBA: Closing a Short-Term Advance - [KB Article](#)

1. Go to Park GL Account Tile under Dept JE Processes Tab.
 - a. Document Date – Today’s date
 - b. Reference – Employee PERNR
 - c. Doc.Header – Cash Advance Settlement
 - d. Document Type –
 - i. YC – if returning funds (cash/check)
 - ii. SA – if not returning funds (all funds distributed for research incentive payments)
 2. Bottom section
 - a. **Debit Details: Journal Entry for Cash Returned**
 - i. G/L Acct - 11002106 (M&T Bank General)
 - ii. Debit
 - iii. Enter amount (unused/returned)
 - iv. Business Area - 6970
 - v. Fund – 1850000001 (6 zero’s)
 - vi. Grant – NOTRELEVANT
 - b. **Debit Detail: Journal Entry for Expenses**
 - i. G/L Acct – 52601500 (SVC-Research Participant)
 - ii. Debit
 - iii. Enter Amount (used/distributed)
 - iv. Text Field – STR Adv Return [Advance Holder Last Name]
 - v. Enter information in Long Text field – reference Cash Advance document number & name of study/IRB #
 - vi. Enter Cost Center or Internal Order/Sponsored Program
 - c. **Credit Detail: Journal Entry for Expenses/Journal Entry for Cash Returned**
 - i. G/L Acct – 13010300 (Short Term Advance)
 - ii. Credit
 - iii. Enter Amount (total of advance)
 - iv. Text Field – STR Adv Return [Advance Holder Last Name]
 - v. Business Area – 6970
 - vi. Fund – 1100000001 (7 zero’s)
 - vii. Grant – NOTRELEVANT
 - viii. Pers.No: PERNR number of fund custodian (**Note:** Use the HCM PERNR Details tile to search for an employee's PERNR.)
 - ix. Assignment: eight-digit PERNR number (**Note:** If the PERNR number is fewer than 8 digits, enter leading zeros; e.g., PERNR = 123, Assignment = 00000123.)
 3. Attach (must Save Parked Document & reopen to attach documents):
 - a. Cash Advance Settlement log with participant signatures or Principal Investigator (PI) signature confirming payment records include signature of the participant
 - b. If partial settlement-
 - i. Request for cash advance form from initial request
 - c. If full settlement or final partial-
 - i. Request for cash advance form from initial request, with the “Advance Return” section completed and signed by the employee who requested the advance
 - “Short-Term Research” box should be checked
 - Financial Officer signature will be obtained by Finance when settlement JE is approved
 - d. Copy of the bank deposit slip. Make sure the amount of the deposit equals the amount recorded to the bank clearing GL.
 - i. Attach the prepared deposit slip. You should not wait until the validated slip comes back from the bank.
 4. Save As Completed to put document into Approval Flow
 5. Once deposit receipt is received from the bank, please review for accuracy
- *Complete deposit slip, include document number & bag number on slip.